



Volunteer Services Reference Form

An employer/previous Volunteer Supervisor, a teacher, coach, clergy, physician, landlord or someone who knows you well should provide a reference. Family members or friends may not provide a reference.

The following, _____ has applied to volunteer at _____.
(Prospective volunteer) *(Name of Home or Community Program)*

As a volunteer, this individual would have contact with residents/clients who are vulnerable, recovering from illness and have special needs. Volunteers assist staff, residents/clients and their families in a variety of ways. Activities might include visiting, offering support and comfort, working in positions of trust and confidentiality. Volunteers are also required to work co-operatively with staff and other volunteers.

Please put completed form in envelope provided, seal and return to applicant.

Referee Information:

Name of Referee: _____

Organization: _____ Title Position: _____

Address: _____

Phone #: _____ E-mail: _____

Date: _____ Signature of Referee: _____

Qualities/Strengths:

1. How long have you known the applicant: _____

2. In what capacity have you known the applicant : _____

3. In your opinion, is the applicant: *(please select)*

- | | | |
|------------------|--------------------|------------------|
| reliable | responsible | organized |
| respected | friendly | caring |

Other Comments: _____

4. Which of the following strengths or qualities does this individual possess that would be of value in performing volunteer duties: *(please select)*

- | | | |
|---------------------------------------|-------------------------|-----------------------------|
| Ability to follow instructions | Takes initiative | Shows sound judgment |
|---------------------------------------|-------------------------|-----------------------------|

Other Comments: _____

5. What area(s) do you feel the applicant needs to develop or strengthen? *(please select)*

judgment

initiative

commitment

interpersonal skills

confidentiality

co-operation

Other Comments: _____

6. Do you recommend the applicant for a volunteer position?: Yes No

Please explain: _____

Other comments: _____